



City of Brockton

Procurement Department

BILL CARPENTER
MAYOR

MICHAEL C. MORRIS, MBA
CHIEF PROCUREMENT OFFICER

ADDENDUM #4

To: All Potential Proposers
From: Michael Morris, Chief Procurement Officer
Subj: Addendum #4 to Project # PED 16-FSMP
Date: February 10, 2016
Total Pages: 6

Please be advised of the following deadline extension and proposal clarifications:

PROPOSAL SUBMITTAL EXTENSION

Change From:

Six (6) sets (*One (1) original and Five (5) copies*) of the proposal and one (1) pdf copy should be delivered no later than 4:30 P.M. on (Tues.) February 16, 2016

Change To:

Six (6) sets (*One (1) original and Five (5) copies*) of the proposal and one (1) pdf copy should be delivered no later than **4:30 P.M. on (Tues.) February 23, 2016**

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Questions from Tour

1. What is the scope of services for the ESCO contract? What buildings are they working on, and what is the time frame?

The attached table summarizes the scope of service and buildings affected by the AMERESCO contract. Work will begin in 2016 and should be completed by 2017

2. How is existing maintenance of City buildings planned and scheduled?

Only mechanical systems such as air conditioning and heat have regular maintenance scheduling. All other maintenance is done in response to department head requests. First come, first served, unless it's an emergency such as a leak or electrical, etc.

3. How is existing maintenance of School buildings planned and scheduled?

We have a custodial staff in each building that performs sanitary maintenance on a daily basis. Our facilities department does basic building repair/replacement work as well as responding to emergency work on a daily basis. Project work is prioritized and done during school vacations and summer recess.

4. What City buildings were missing from the inventory sheet? What are the ages and areas of the City buildings?

See attached spreadsheet

5. What are the parcels of land that may be used for new development?

Sites for new Municipal facilities have not been determined yet.

6. What are the logistics of analyzing existing buildings – time constraints? Access issues – for example schools during academic year vs summer break?

Building department will get you into any City controlled building as needed. During the school year access to school buildings will be limited. Visual inspection of the facilities is possible during the school day at the permission of the Principal (bidder/proposer must pass a CORI). No work will be allowed while children are in the school unless approved by the Director of Facilities and the Principal. During the evening, breaks or summer months access is more readily available.

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7. Will capital improvements budgets be made available to the winning team, so we can tailor our scenarios to the City's needs and monetary constraints?

The capital improvement budgets will be determined after the Facility Master Plan is developed and reviewed by the City Council. The City Council will determine to what extent they wish to perform or do any or all of the recommendations of the Facility Master Plan. There is currently no capital funds budgeted for the improvement of existing buildings.

8. Will utility information be made available for all of the buildings, including the most recent three years of gas, electrical, and water?

This would be useful for establishing baselines and evaluating performance and durability improvements to the buildings.
This information will be made available to the winning bidder/proposer.

9. What is the City's budget for this project?

TBD

10. Task 5 - Obtain and scan in PDF format all existing original and as-built drawings...?

This question is related to proposed fees for services. As you are aware, there are about 45 or more facilities to be studied. At this moment, we are not certain how many documents (or their sizes, shapes or forms) will be available or required for scanning. It is rather difficult, or even impossible, to estimate the cost for this service. I'd like to suggest two options for your consideration:

- a. The City could directly contract a scanning firm to perform this task outside of consulting service. We will be happy to provide three or more vendors for your consideration.
- b. Perform this as a reimbursable additional service, if you'd like consulting firm to carry this. We will be providing you with a separate proposal once we have a better handle on the available documents.

The City would prefer to handle this as a reimbursable expense.

11. Hazardous materials?

Please confirm that consulting firm's responsibility is limited to review available hazardous material reports and perform visual assessment. Hazardous material testing is not required for this RFP. If testing is required and authorized, it will be performed as additional service. Hazardous materials' testing is not a requirement of this study.

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12. Time extension?

Obviously, we cannot complete our proposal without a complete list of all the facilities to be studied. There were some discussions about a possible time extension during the tour. Please confirm.

The proposed completion date will be extended to December 2017.

Any questions or concerns please feel free to contact me at (508) 580-7191.

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Table 4.2: Measures to be Installed by Building

Facility	Energy Conservation Measures (ECM)																									
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
City Hall	X	X	X			X	X	X																		
Police Station	X	X	X			X	X	X	X	X																
Council on Aging	X	X	X					X																		
Animal Control	X		X					X																		
Water Sewer Commission - Main Building	X	X	X			X	X	X	X	X																
DPW Highway - Main Building	X	X	X			X	X	X	X	X																
Fire Headquarters	X	X	X			X	X	X	X	X																
Fire Station #1	X	X	X			X	X	X	X	X																
Fire Station #2	X	X	X			X	X	X	X	X																
Fire Station #3	X	X	X	X		X	X	X	X	X																
Fire Station #4	X	X	X			X	X	X	X	X																
Library	X	X	X			X	X	X	X	X																
Library (East)	X	X	X					X																		
Library (West)	X	X	X					X																		
Park and Golf - Proshop	X		X					X																		
Public Property	X		X					X																		
War Memorial	X							X																		
Water Sewer Commission - Small Garage	X							X																		
DPW Highway - New Garage	X	X	X					X																		
Park and Golf - Maintenance Shop	X	X						X																		
Park and Golf - Large Garage	X																									
Park and Golf - Small Garage	X																									
Fire Station #7	X	X	X			X		X																		
Crescent Street Garage	X	X						X																		

Lighting System Improvements
Lighting Controls
Energy Mgmt Systems
Boiler Replacements
Chiller Replacements
Vending Machine Controls
Overhead Door Replacements
Weatherization Improvements
Pipe Insulation
Premium Efficiency Motors
Domestic Water Conservation
Attic Insulation
High Efficiency Transformers
VAV Conversion
Boiler Replacements
Window A/C Timers
Thermostatic Radiator Valves
AHU Replacement

Premium Motors
Water Conservation
Insulation
Transformers
Replacements
A/C Timers
Radiator Valves
Replacement

Investment Grade Audit

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City of Brockton Facilities	Square feet	Year Built	Year of Last Major rehab
City Hall, 45 School Street	35313	1895	2010/2015
City Hall Annex, 60 Crescent Street	8620	1970	2015
Police Headquarters , 7 Commercial Street	23088	1968	
Fire Station #1, 42 Pleasant Street	12513	1884	
Fire Station #2, 945 Main Street	7623	1888	
Fire Station #3, 916 North Main Street	5636	1910	
Fire Station #4, 305 Crescent Street	8847	1979	
Fire Station #5, (there is no Station 5)			
Fire Station #6, 540 West Street	6161	1979	
Fire Station #7, 605 North Cary Street	3850	1977	
Fire Signal/Alarm, 52 Pleasant Street	4472	1922	
Cemetery Office, 88 North Pearl St.	400	1890	
Animal Control Office, 446 Court St.	2340	1975	
War Memorial, 156 W Elm St	13254	1929	2010/2016
DPW, 39 Montauk Road	6240	1950	
DPW - Highway, 301 Oak Hill Way			
DPW - Trash and Recycling, 300 Oak Hill Way			
Council on Aging, 10 Father Kenney Way	21000	2001	
Park Department, 45 Meadow Lane	3364	1950	
Park Dept. Maintenance, 388 Oak Street	2060	1970	
DW Field Golf Course, 331 Oak Street	3805	1927	
Public Property, 69 Plain Street	10475		
Main Library, 304 Main Street	47000	1913	
East Library Branch, 54 Kingman Street	3753	1969	
West Library Branch, 540 Forest Avenue	3753	1969	